



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
5701 21ST STREET
FORT BELVOIR, VA 22060-5940

REPLY TO
ATTENTION OF

AMSAC-WP

APR 15 2005

MEMORANDUM FOR

Colonel Wayne Drake, Director, Asia, Pacific & Americas
Directorate

Colonel Joseph Olszowy, Director, Europe Directorate

Colonel Thomas Swaren, Director, Mideast/Africa Directorate

Mr. David Walker, Director, PM SANG, Washington Field Office

SUBJECT: Processing Requests for Sole Source Procurement
(SSP) (USASAC 05-05)

1. Reference DOD 5105-38-M, Defense Security Assistance Management Manual (SAMM), 3 October 2004, Chapter 6, paragraphs C6.3.4 through C6.3.4.6.

2. Reference states that Sole Source Procurement (SSP) can be considered when a purchaser requests it in writing and provides sufficient justification rationale. Upon receipt of a Letter of Request (LOR) which includes the requirement for SSP, the Country Program Manager (CPM) will:

a. Review the request for SSP for administrative sufficiency and ensure that the country's basis and justification for the request is adequate.

b. Obtain the Major Subordinate Command (MSC) coordinated recommendation on the SSP request.

c. Prepare a point paper which fully outlines the SSP request, justification, MSC and USASAC recommendation. The point paper should include the approximate costs of the item(s)/services requested.

d. Prepare a memorandum, approving SSP, for the signature of the Commanding General (CG), USASAC or, in the absence of the CG, the Deputy to the Commander, USASAC, in accordance with attached checklist.

AMSAC-WP

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3. Upon completion of paragraphs 2.a. through 2.d., the CPM will assemble all necessary information into a complete package for staffing and signature. Coordination of this package with the U.S. Army Materiel Command Counsel and USASAC, Weapons Integration and Procedures Directorate should be accomplished before forwarding for signature.

4. When signed, the memorandum should be distributed as appropriate.

5. In the event it has been determined that an SSP request should not be approved, the memorandum informing the purchaser should be coordinated with the Defense Security Cooperation Agency (Regional and Policy, Plans and Programs Directorates).

6. The point of contact is Mrs. Dottie Lake, 703-806-2295 or DSN 656-2295, email: dottie.lake@usasac.army.mil.

7. USASAC -- The Army's Face to the World.

FOR THE COMMANDER:



DOUGLAS E. LEACH

Director, Weapons Integration
and Procedures

CF:

Mr. Russ Neydl, Director for Operations and Logistics, U.S.
Army Security Assistance Command, 54 M Avenue, Suite 1,
New Cumberland, PA 17070-5096

CHECK LIST FOR SOLE SOURCE PROCUREMENT REQUESTS

YES	N/A	
___	___	1. Is the request addressed by?
___	___	a. An authorized official of the purchasing government to the Chief of the U.S. SAO?
___	___	or
___	___	b. The Defense Attaché or comparable official of the purchasing government in the U.S. to USASAC?
___	___	2. If the request is addressed thru the SAO, has the SAO provided their comments/recommendations regarding the request?
___	___	3. Are the country's basis and justification for requesting sole source adequate?
___	___	4. Has the original copy of the request been received?
___	___	5. Does the point paper contain a statement: "The request was coordinated with (give name and position of appropriate SA Director/Division Chief) who, after consultation with all appropriate offices, agreed in writing that the sole source is reasonable? (Give rationale/justification for the determination.)"
___	___	6. Is the approximate cost of the item(s)/service requested included in the point paper?
___	___	7. Does the memorandum to the LOA preparer:
___	___	a. State that "...the sole source request is approved for inclusion in the LOA/amendment/modification"?
___	___	b. Advise that note S24A "Sole Source Procurement" will be included in the LOA/amendment/modification?
___	___	c. Contain the statement "This action has been coordinated with HQ AMC Command Counsel" ?

AMSAC-WP FM 33
15 Apr 05

CHECK LIST FOR SOLE SOURCE PROCUREMENT REQUESTS (CONT)

YES N/A

- ___ ___ e. Include the appropriate PEO/MSC procurement directorate as an info addressee? (AMCOM, AMSAM-AC; CECOM, AMSEL-AC; OSC - AMSOS-CC; STRICOM, AMSTI-A; TACOM, AMSTA-AQ; TACOM-RI, AMSTA-AQ-AR)
- ___ ___ f. Include the following statement: "This memorandum constitutes security assistance approval of the purchaser's request for a particular source. While this memorandum assists in the acquisition approval of the FMS sole source procurement, it is not a substitute for the contracting officer assessment and agreement. The contract activity must comply with all necessary statutory and regulatory requirements for this acquisition."
8. Has the request been coordinated with:
- ___ ___ a. AMCCC?
- ___ ___ b. AMSAC-WP?
- ___ ___ 9. Has a copy of the sole source request from country been forwarded to the LOA preparer?
- ___ ___ 10. Have any comments by AMCCC been addressed?

NOTE: All "NO" responses require explanation.

AMSAC-WP FM 33
15 Apr 05